

This form must be submitted with the annual renewal document(s) for each School Food Authority (SFA). Complete all sections (A, B, C and D).

SFA (District/School): _____ **FSMC:** _____

Section A: FSMC Fees – List each fee separately, where applicable.

1 st Renewal (2 nd year of service)			
Base Year Fee(s) (2004-2005)			
Renewal Fee(s) (2005-2006)			

OR

2 nd Renewal (3 rd year of service)			
Base Year Fee(s) (2003-2004)			
First Renewal Fee(s) (2004-2005)			
Second Renewal Fee(s) (2005-2006)			

OR

3 rd Renewal (4 th year of service)			
Base Year Fee(s) (2002-2003)			
First Renewal Fee(s) (2003-2004)			
Second Renewal Fee(s) (2004-2005)			
Third Renewal Fee(s) (2005-2006)			

OR

4 th Renewal (5 ⁿ year of service)			
Base Year Fee(s) (2001-2002)			
First Renewal Fee(s) (2002-2003)			
Second Renewal Fee(s) (2003-2004)			
Third Renewal Fee(s) (2004-2005)			
Fourth Renewal Fee(s) (2005-2006)			

Section B: Renewal Process

Public: Indicate date of board meeting approving renewal of FSMC contract/addendum _____

or

Non Public: Indicate date contract/addendum *signed by School Food Authority* _____

The FSMC addendum must be approved before the next quarterly Index Rate is posted (SFA/BOE window of opportunity), otherwise adjustments must be made if the Index Rate decreases).

Section C: Applicable Index Rate

INDICATE THE APPLICABLE QUARTERLY INDEX RATE USED:

The Index Rate is determined based on the most current Index Rate available on the web site when the renewal is approved by the Board of Education (BOE) as documented by official Board Minutes, or when the Non Public letter of renewal is executed. (N.J.S.A.18A:18A-42)

() Here	Quarter used	Dates	<u>Anticipated</u> date Index Rate available (30-45 days after end of quarter)	Window of Opportunity for SFA/BOE Approval	Indicate Index Rate % Used
	1 st	January 1 – March 31	April 30	May 1 –July 30	%
	2 nd	April 1 – June 30	July 31	August 1- October 30	%
	3 rd	July 1 – September 30	October 31	November 1 – January 30	%
	4 th	October 1 - December 31	January 31	February 1- April 29	%

Current Index Rate is available on NJ Department of Community Affairs website: http://www.nj.gov/dca/lgs/lpci/contractlawinfo/cur_index_rate.shtml

Section D: Signature

Signature of Business Administrator or Non Public Administrator
responsible for the School Nutrition Program

Date _____

Printed Name

STATE AGENCY USE ONLY:

Approved:_____

Comments:

Not Approved:_____